

**NEWTON YOUTH COMMISSION Meeting**  
**June 4, 2014 MINUTES**  
**Location: Newton City Hall Cafe**

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Present:	Jessica Tharaud, Anton Malin, SeungWan Kang, Eliza Beth, Eli Lerner, Benji Cole
Staff:	Jennifer O’Leary, Jenna Olson (Intern)
Advisory Board Adults:	Matt Green, John Panica, Jay Harney, Ruth Goldman, Kathy Marchi, Chris Hardiman, Joe DeVito, Marcy Davidson, Kirsten Tuohy
Guests:	Tom Pomeroy, Jonah Kan, Rebecca Hurwitz

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The meeting was opened at 6:35 PM.

**Welcome from Mayor Warren**

- ~ Thank you to all youth commissioners who previously served and helped us get to this place
- ~ Thank you to Newton’s Teen Voice for their leadership in this transition
- ~ Needed to evolve and change how we work with youth, provide opportunity for young people to be in a leadership role, administration hearing directly from youth, looking forward to working with the commission directly

**Introductions**

**Business:**

- Youth members stayed in Room 222 for discussion on the importance of youth civic participation, Robert’s Rules of Order and defining the roles of commissioners (6:45-7:30) *with City Clerk David Olson and Aldermen Harney, Lennon and Baker*
  - ~ City Clerk, David Olson talked about boards and commissions in the city
  - ~ Process for appointment, go before programs & services, go before full board of aldermen, get sworn in by city clerk
  - ~ Need to elect a chair and secretary
  - ~ Why we use Robert’s Rules – so everyone understands what is going on at a meeting, so everyone has a chance to talk
  - ~ The role of the chair is to organize the meeting and facilitate the movement on agenda items
  - ~ Details of how to run a meeting
    - Take issues seriously
    - Communicate well as commissioners and with chair
    - Time limits
  - ~ Alderman Lennon discussed civic participation, giving back and some thoughts about why and how we chose to serve
  - ~ Alderman Lennon and David Olson are both happy to be a resource for the new commissioners
  - ~ Discussion of open meeting law
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- Adult members went to the War Memorial Auditorium for a facilitated discussion with Mobilize Coaching about being a mentor and advisory board roles (6:45-7:45)
  - ~ **Role of Newton Youth Commission Advisers**
    - created by adult advisers 6.4.14
    - Listen well
    - Be patient with people and process

- Be compassionate and-non judgmental
- Be open minded and curious
- Be encouraging and supportive
- Share resources and make introductions to key community players
- Facilitate discussion and outcomes
- Share skills and strengths and voice experiences
- Ask critical and exploratory questions
- Support them with prioritizing
- Set them up for success
- Have reasonable expectations
- ~ **Tips and Strategies for Advisers of the Newton Youth Commission**
  - created by adult advisers 6.4.14
- ~ **Using Community Resources**
  - Brainstorm ideas and then prioritize
  - Define goals and accomplishments; clarify what success would be
  - Brainstorm who could help in community
  - Construct back-up plans
  - Foresee obstacles
  - Use concept maps
  - Gauge students' knowledge in project area
  - Asking how advisors can help
  - Help them to take different perspectives into consideration
- ~ **Planning Projects**
  - Reflect on previous Youth Summits - what was missing? what's relevant now?
  - Managing/setting expectations
  - What worked well in previous projects
  - Scaffolding - what do we need? what is the end goal? a feeling or outcome?
  - Problem solving skills
  - If this was successful then...
  - What resources do we have to work with (\$, people, skills)
  - Guidance on dividing up roles, structure, helping individual goals
  - Role Players - supporting older kids to be good role models/historians
  - Skill identification
  - Realistic timeframes; creating milestones
  - Collaboration/Conflict - asking for help, supporting conflict resolution
  - Learn from and respect process
- ~ **Managing a Budget**
  - Create a finance sub-committee to keep track of budget
  - Create a wish list - then prioritize
  - Learn about government budgets
  - Explore other funding resources and options

The meeting was adjourned at 7:40 PM.

**The next meeting is Wednesday, September 3, 2014.**

**Respectfully submitted by Jennifer O'Higgins**